

**Kingstream Community Council
Minutes of the September 20, 2012 Meeting**

Attendance

Board Members	Present
Tim Fouche, President	Yes
Frank Shaffer, Vice President	Yes
Jim Talbert, Secretary	Yes
Morna Ikeda, Treasurer	Yes
Tyrone Yee, Activities Committee	Yes
Jeff Albanus, ARC Committee	Yes
Jared Spigner, Communication and Landscape Committees	No
Tony DeMattia, Pool Committee	Yes
Mark Jensen, Welcoming Committee	Yes
Lisa Cornaire, Management	Yes

The meeting was called to order by President Tim Fouche at 7:08 p.m. A motion to approve the agenda was made, seconded and unanimously approved. A motion to approve the meeting minutes from July 21, 2012 was made, seconded and unanimously approved.

Open Forum for Homeowners

One homeowner was present, and presented an issue concerning the failure to pay their dues assessment. Poor communications and coordination between two co-owners and shortcuts taken by the US Postal Service in the delivery of the registered notices seemed to be contributing factors to the unusual situation. The homeowner paid the late dues as soon as she became aware of the situation. She requested that the legal fees be waived. A motion was made, seconded and approved to waive the fees in this unique case. In an effort to prevent any similar occurrences, the board directed Lisa to mail separate notices to each individual co-owner under similar circumstances.

Old Business

Homeowners Dues Assessments

Annual assessments were discussed, specifically whether an increase was necessary and if so how should it be accomplished. Several points were discussed and the Board agreed to table further discussions at this meeting. A plan emerged for each member to develop four new ideas, and submit them to Lisa before the next meeting for consideration then.

New Business

Investment Policy Statement (IPS)

Morna raised the issue of an Investment Policy Statement (IPS) for the Council. An IPS is defined at <http://www.investopedia.com/terms/i/ips.asp#ixzz29C1NRkgn> as:

“A document drafted between a portfolio manager and a client that outlines general rules for the manager. This statement provides the general investment goals and objectives of a client and describes the strategies that the manager should employ to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements would also be included in an IPS.”

Morna suggested that we add an IPS to our governing documents. The Board agreed and Lisa will confer with our legal counsel.

Bylaw Changes

The motion to adopt the recent bylaw changes was made, seconded and approved. Tim signed all changes and they are officially adopted.

A motion to adopt the resolution regarding complaints, which is required by Virginia law, was made, seconded and approved. Tim signed the resolution and it was officially adopted.

A motion to adopt the resolution about providing documents to homeowners was made, seconded and approved. Tim signed the resolution and it was officially adopted.

The Board discussed methods to notify homeowners of the newly adopted bylaw changes. It was agreed to mail postcards that announce the changes and direct homeowners to the website for all the details. If written copies are desired, the homeowner must comply with the procedure for requesting documents as adopted above.

Pool Management for Next Year

The Board reviewed the management and operations of our pool during the summer of 2012. US Aquatics had a poor start but improved after a change of on-site managers. Our neighbors in Hiddenbrook reported several problems with US Aquatics this past season. Lisa advised that several companies are planning to prepare bids for next year. It was agreed that we should get bids from several companies, and that we would consider a bid from US Aquatics if one was submitted. Hiddenbrook plans to interview bidders and has invited us to sit in on their interviews.

The issue of how to maintain the pool pump motor during the off-season was discussed. One vendor, the Commercial Pool Group advised to leave the pump in place, add antifreeze solution to it and keep the room warm by the use of a space heater. The Board had concerns about the safety and feasibility of this plan and decided against it. It was decided to have the Virginia Pump Company remove the motor and place it in their climate controlled storage facility.

Management Report

Other Pool Issues

Lisa reported that the sprinkler system in the pool house needs to be winterized. The company that last repaired it reports that they will need to check it again and get the Fairfax County fire marshal to approve before winterization.

Update on the Fence Between Herndon High School and Kingstream

Lisa sent a letter to Fairfax County Public Schools about students climbing over the fence around Herndon High School and trespassing into our community. Prevention methods were discussed. The FCPS advised that they could not use barbed wire or raise the height of the fence. They suggested placing slats in the fence to make climbing more difficult and placing “No Trespassing” signs. They offered to send their security personnel to the area when violations are occurring.

Collection of Homeowner Dues

Lisa reported that collections were improving. Only five properties did not pay this year and there are still four from last year, for a total of nine. Some of the delinquent homeowners are working out payment schedules.

Treasurer Report

Morna submitted a written report, and raised the issue of the four certificates of deposit (CDs) that were about to mature, and how to invest those funds in the future. She has discussed options with four banks and reported on each. After discussion and a recommendation from Morna, it was agreed to consolidate the funds into two parts. It was decided to place \$200,000 in a Money Market account with PNC Bank and \$100,000 with Sun Trust Bank.

The 2010 tax audit was performed and approved.

Committee Reports

Pool Committee

The Board discussed the need for repair to the door to the Women’s locker room and decided to replace the door next year. The suggestion of adding barbeque grills was raised and will be considered for next year.

ARC Committee

The issue of a fence on a pipestem lot negatively impacting their neighbor (which was raised at the last meeting) was reviewed. Research disclosed that the homeowner did properly seek and receive approval for the fence, but that the sitting Board may not have fully reviewed the application and considered it’s implication to the neighbor. Board members discussed possibly meeting with the homeowner and suggesting possible compromises to remedy the situation. The ARC guidelines may need to be amended to prevent similar situations, but it is almost impossible to legislate against all possibilities.

The fence around the basketball court on Kingstream Circle is bent and needs repair. Lisa will get a bid for this work and report back.

There were no other issues from any of the other committees. A motion was made, seconded and approved to adjourn the meeting at 9:16 p.m.

Submitted by Jim Talbert, Secretary